

**RECORD OF PROCEEDINGS
RITTER PUBLIC LIBRARY BOARD OF TRUSTEES
SPECIAL SESSION**

Meeting Date: Tuesday, August 9, 2022

The Board of Trustees of Ritter Public Library convened in Special Session at 7:00 PM in the Ritter Public Library Community Room. Warden called the meeting to order with the following members and visitors present:

Lois Arnold	Present
Eileen Bulan	Present
Chad Coolidge	Present
Zack Dolyk	Present
Pam Reese	Absent
Sarah Ross	Present
Marie Warden	Present

Employees: C. Springer

Visitors:

Certification of Notification:

Springer certified that a notice of the meeting had been published in the August 5, 2022 edition of the *Vermilion Photojournal*. In addition, to the Ritter Public Library social media outlets and Library Website.

Approval of Minutes:

Arnold moved that the July 2022 Regular Board Meeting minutes be approved as amended, and Bulan seconded. The motion passed unanimously.

Organizational Architecture Present:

Mark Fiala and Ryan Sheehan joined the meeting via a recorded Zoom session to discuss the Director Search. Recording and PPT presentation available.

Discussed specifics about the hiring process.

Topics for Discussion:

Foundation Donations: Dolyk stated that since they have to reschedule the mini-golf event to the Spring, and they were unable to put out a donor letter last year, they would like ideas for possible donation needs. Springer will have Management propose potential project ideas. Letters will likely go out in November. Will have those ideas by early September.

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Correspondence:

None

Public Comment:

None

Financial Report:

Springer reviewed the Fiscal Officer's report (attached).

Dolyk moved to accept the financials as presented, and Bulan seconded. The motion passed unanimously.

Committee Reports:

Building & Grounds

Dolyk reviewed meeting re: Scope of Work (attached).

Dolyk recommended retaining IAP to manage the HVAC Replacement Project provided they change the language in the contract to state that while TRANE units were used for specifications, any comparable units would be equally considered.

Warden motioned to sign the Scope of Work from IAP, pending language revisions regarding specs, to manage the HVAC Replacement Project at 8% of the total project costs, and Arnold seconded. The motion passed unanimously.

Warden motioned to hire Millis Painting, LLC. for \$1155.00 and pay through Building Fund, and Dolyk seconded. The motion passed unanimously.

Old Business:

New Business:

Warden moved the adoption of the following resolution:

Be it resolved by the Board of Library Trustees of the Ritter Public Library to create and increase appropriation #1000-110-550-0030 to \$500.00 to reflect and track grant money received from the Lakeland Community Foundation Endowment Fund, managed by the Community Foundation of Lorain County. This grant money is to be spent on adult programs.

*Bulan seconded the resolution and the roll called upon its adoption. The vote resulted as follows:
Arnold – Aye; Bulan – Aye; Coolidge – Aye; Dolyk – Aye; Ross – Aye; Warden – Aye; Reese – Absent.*

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Move to Adjourn: Arnold moved to adjourn and Bulan seconded. The motion passed unanimously and the meeting was adjourned at 7:48PM.

The meeting was adjourned until Tuesday, September 13, 2022 at 7:00 PM at the Ritter Public Library.

Caroline Springer
Fiscal Officer

Marie Warden
President – Board of Trustees